Transportation Technician
Skill Based Pay
Tracking System

User Training Manual

January 2005

Engineering Applications Development Group
Information Technology
North Carolina Department of Transportation

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Logging into the Transportation Technician SBP.

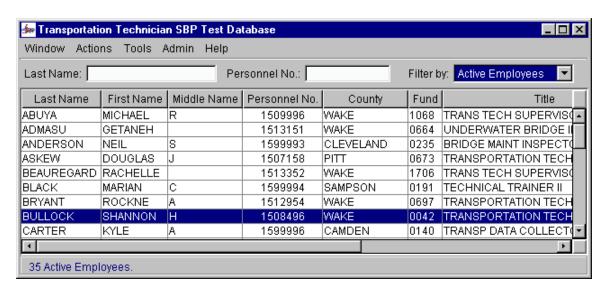<u>Step 1</u>. Look for the Transportation Technician SBP icon.

<u>Step 2</u>. Left-double mouse click on the icon.

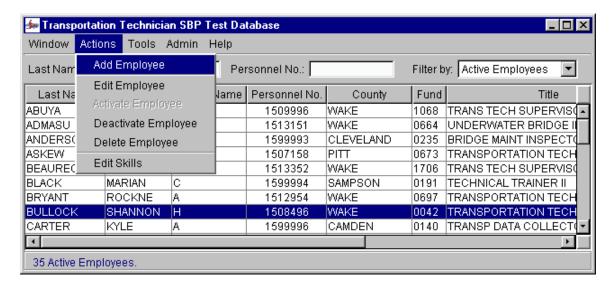<u>Step 3</u>. Wait for TTSBP to load on your desktop and look for the Login Box.

<u>Step 4</u>. Enter your NCDOT Netscape Email User ID and Password in the Login Box.

<u>Step 5</u>. You will see the Employee screen showing the transportation technician personnel that your role is allowed to view.
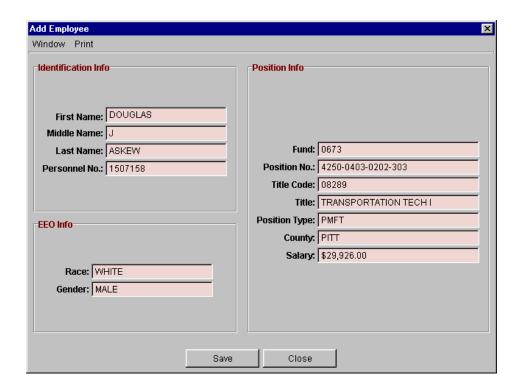
Add Employee

<u>Step 1</u>. Select **Actions** → **Add Employee** in the Main Screen.

<u>Step 2</u>. Enter the employee's SAP (personnel) identification number in the prompt.

Step 3. If the employee's personnel information is available, you will see the Add Employee screen with the personnel information already entered. Add any additional information and press the **Save Employee** button when finished.
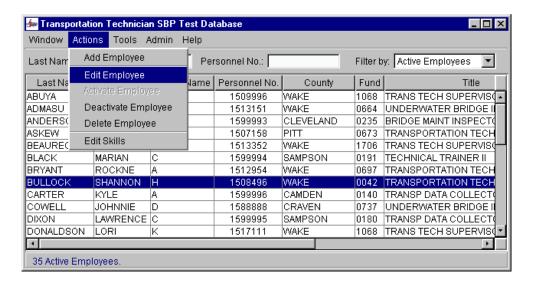

Step 4. If the employee's personnel information is not available, you will see a warning and the employee will not be able to be added at this time.
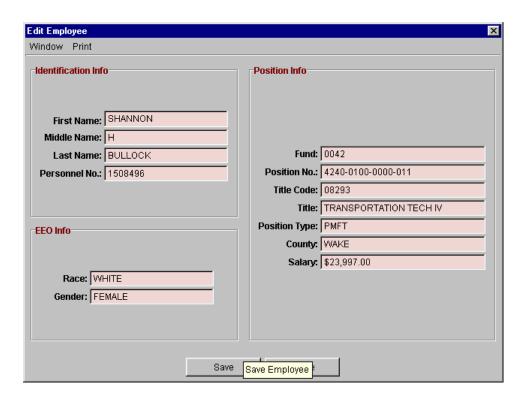
Edit Employee

Step 1. Select the employee to edit in the main screen, then select **Actions** → **Edit Employee** in the Main Screen.

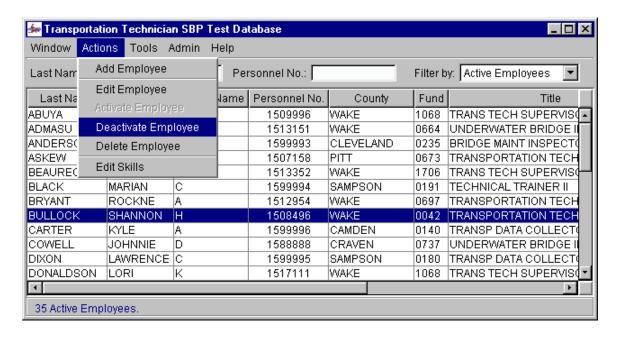Step 2. Edit the employee data in the Edit Employee screen and press the **Save Employee** button when finished. Note: Personnel information fields are locked and cannot be edited from this system. Please contact your System Administrator regarding editing locked fields.
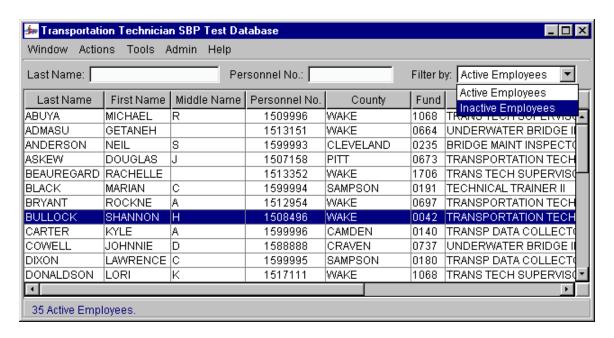
Deactivate Employee

<u>Step 1</u>. Select the employee to deactivate in the main screen, then select **Actions → Deactivate Employee** in the Main Screen.
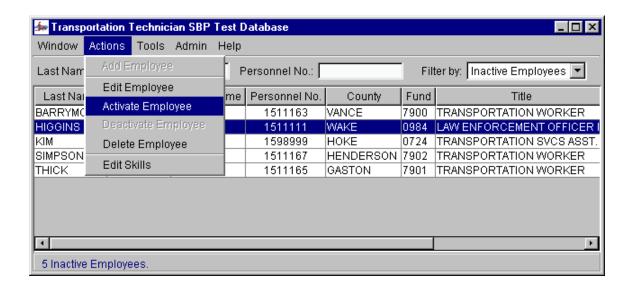

This will archive the employee record without deleting it from the database.

Activate Employee

Step 1. Be sure to set the "Filter By" option to view "Inactive Employees" in the Main screen. This shows all inactive employees.
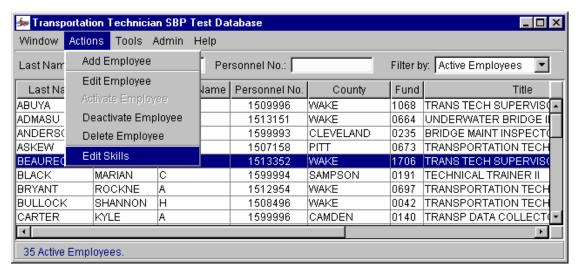

Step 2. Select the employee to activate in the main screen, then select
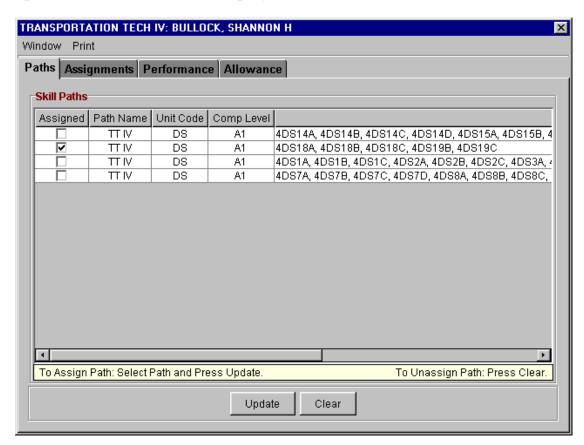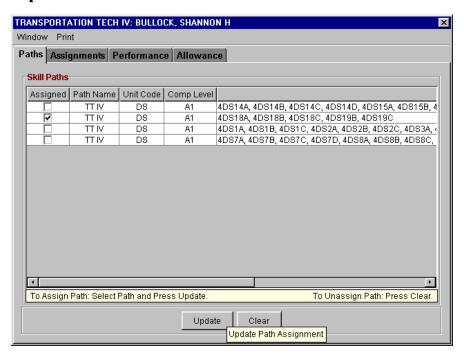**Actions → Activate Employee** in the Main Screen.

Edit Skills

<u>Step 1</u>. Select the employee in the Main screen, to add, edit, or delete a skill. Then select **Actions → Edit Skills** in the Main Screen.
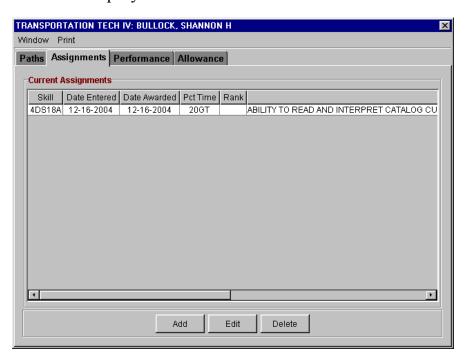
Last Na	Name	Personnel No.	County	Fund	Title
ABUYA		1509996	WAKE	1068	TRANS TECH SUPERVISO
ADMASU		1513151	WAKE	0664	UNDERWATER BRIDGE I
ANDERSO		1599993	CLEVELAND	0235	BRIDGE MAINT INSPECT(
ASKEW		1507158	PITT	0673	TRANSPORTATION TECH
BEAURE(		1513352	WAKE	1706	TRANS TECH SUPERVISO
BLACK	MARIAN C	1599994	SAMPSON	0191	TECHNICAL TRAINER II
BRYANT	ROCKNE A	1512954	WAKE	0697	TRANSPORTATION TECH
BULLOCK	SHANNON H	1508496	WAKE	0042	TRANSPORTATION TECH
CARTER	KYLE A	1599996	CAMDEN	0140	TRANSP DATA COLLECT(

Actions menu: Add Employee, Edit Employee, Activate Employee, Deactivate Employee, Delete Employee, Edit Skills

35 Active Employees.

<u>Step 2</u>. This will invoke the Employee Skill screen.

TRANSPORTATION TECH IV: BULLOCK, SHANNON H

Window   Print

Paths | Assignments | Performance | Allowance

Skill Paths

Assigned	Path Name	Unit Code	Comp Level	
☐	TT IV	DS	A1	4DS14A, 4DS14B, 4DS14C, 4DS14D, 4DS15A, 4DS15B, 4
☑	TT IV	DS	A1	4DS18A, 4DS18B, 4DS18C, 4DS19B, 4DS19C
☐	TT IV	DS	A1	4DS1A, 4DS1B, 4DS1C, 4DS2A, 4DS2B, 4DS2C, 4DS3A, 4
☐	TT IV	DS	A1	4DS7A, 4DS7B, 4DS7C, 4DS7D, 4DS8A, 4DS8B, 4DS8C,

To Assign Path: Select Path and Press Update.   To Unassign Path: Press Clear.

Update   Clear

Step 3. To Assign or Change a skill Path for the employee use the **Paths** view. Right click in the appropriate box under the "Assigned" heading, then select **Update**.
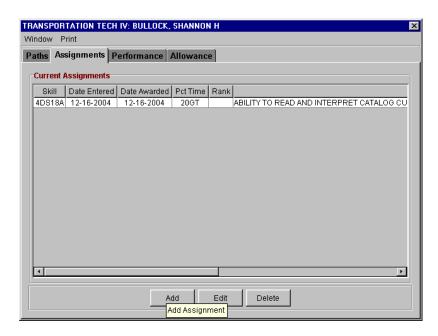

Step 4. To View, Add or Edit the completed Skills for the employee, first click on the tab titled **Assignments**. This screen shows all the skills acquired while employed with DOT.
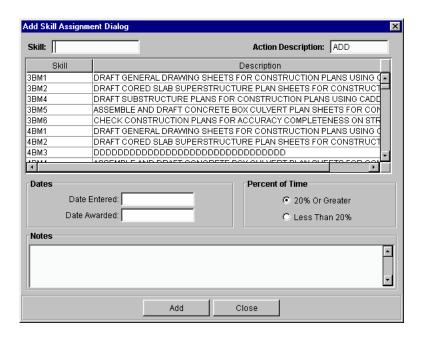
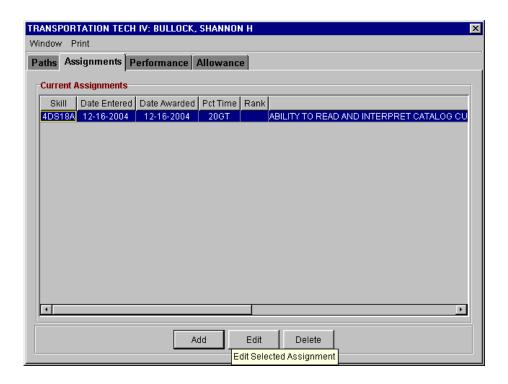Step 4a. The <u>Assignments</u> view displays all the skills that the employee has completed – both core and add-on.

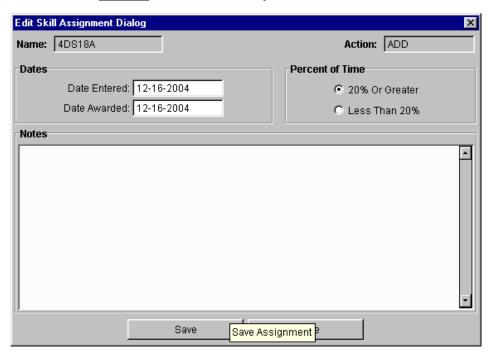Step 4b. To **Add** a skill assignment, click on the Add button.

The following screen will pop up. This screen lists all the available skills. Select the appropriate skill. Verify the dates entered by the system. Check the appropriate choice for the percentage of time this skill takes in this employee's job. Click on the **Add** button.
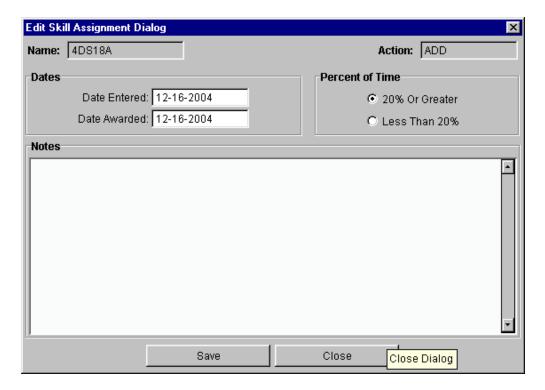
Step 4c. To **Edit** an **Assignment**, first select the **Skill** you wish to edit. Then click on the **Edit** button.
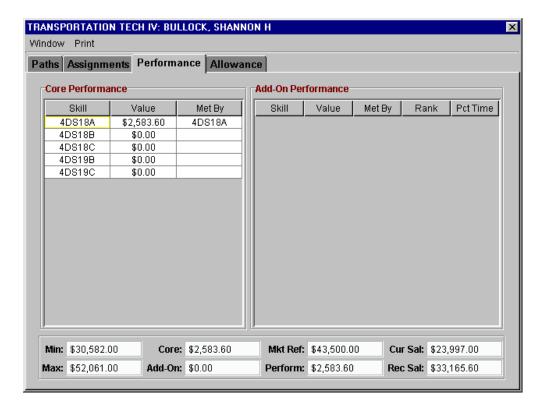

This will bring up the information for the skill. You may edit the dates, the amount of time spent on the job, and add or edit notes to this skill. When finished, Press the **SAVE** button to save your edits.

Then choose the **CLOSE** button to return to the Assignments view.

Step 5. To view the **Performance** of an employee based on his skills, click on the **Performance** view.
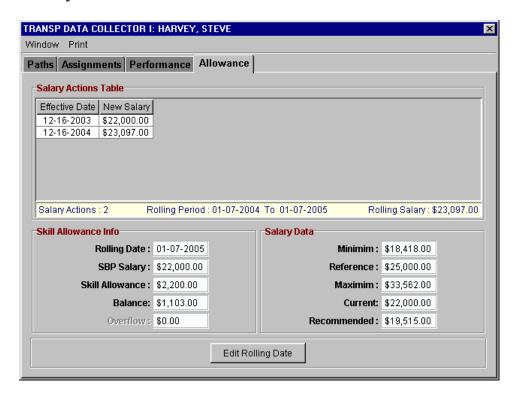
This screen shows both the core skills required and the add-on (not in core) skills that the employee has completed. Dollar amounts are only given to completed core skills and to add-on skills that are completed in the current year and at a level consistent with the employee's level, and in the assigned area.

- The **Min** and **Max** fields show the salary range minimum and maximum, respectively.

- The **Core** field shows the dollar value of all core skills completed.

- The **Add-on** field shows the dollar value of non-core skills completed within the current year that are of the same level as the employee.

- The **Mkt Ref** field shows the market value associated with the position, as defined by the set of core skills.

- The **Perform** field shows the combination of the core skill values and the add-on skill values.

- The **Cur Sal** field displays the current salary for the given employee.

- The **Rec Sal** field displays the recommended salary for the employee. The recommended salary is calculated by taking the minimum salary for the position range and adding the performance to it.

Step 6. To view the **salary and allowance information** for an employee, click on the **Allowance** tab. This view displays:

- the Salary Actions Table for the employee;
- the Skill Allowance Information; and
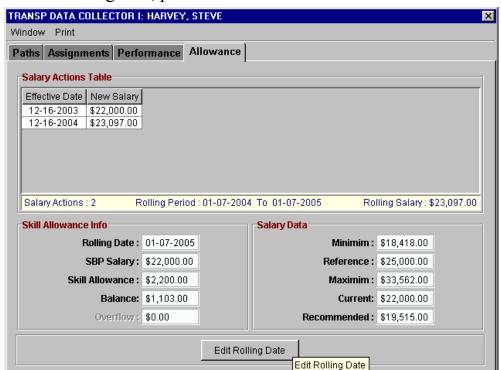- the Salary Data.

The Salary Action Table lists salary events with their associated dates. Below the table is a summary line that displays the number of salary actions, the rolling period, and the rolling salary. A **rolling period** is any 12 month span during which time an employee can earn a maximum skill allowance (skill block awards and in-range adjustments) of 10% of the starting salary of that period. The **rolling salary** is the salary the employee earns at the end of a specific rolling period.

The Skill Allowance Information panel displays the Rolling Date, the SBP Salary, the Skill Allowance, the Balance of the skill allowance, and any Overflow that might exist. The **rolling date** is the end date of a given rolling period. The **SBP salary** is the salary earned at the beginning of a specific rolling period (calculated 12 months prior to the chosen rolling date). The **skill allowance** is an amount equal to 10% of the SBP salary. The **balance** of the skill allowance is equal to the skill allowance less any

skill blocks earned during the rolling period and less any in-range adjustments given during the rolling period. When an employee earns more money through skill block awards and in-range adjustments than the skill allowance permits, the difference is reflected as **overflow**. The balance of the skill allowance will always be $0.00 when an overflow exists.

The Salary Data panel displays the minimum salary of the employee's salary range; the market reference salary for the position; the maximum salary of the employee's salary range; the employee's current salary; and the recommended salary for the employee. An employee's position and level determine the salary range (**minimum** and **maximum**). Industry standards are researched to determine the market **reference** salary. An employee's **current** salary is the amount he/she is making in the current time frame, regardless of whatever rolling period is being researched. The **recommended** salary is the combination of the minimum salary range plus the awarded skill block and in-range adjustment values.

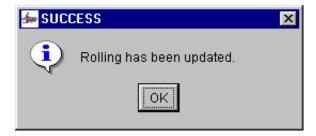To edit the rolling date, press the button at the bottom of the screen.

You will be prompted to enter a rolling date.

After selecting your rolling date, press the Accept button to save the date.

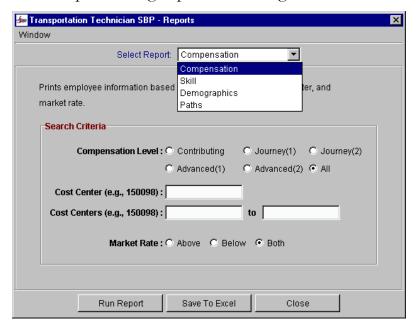Your choice of rolling date will be confirmed.

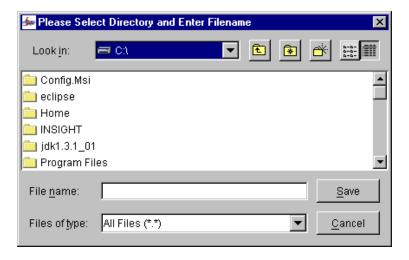If you change your mind, you can cancel the rolling date entry.

REPORTS

The **REPORTS** option brings up the following screen:

This feature allows the user to run reports on compensation, skill, demographics, or paths.   All of these reports allow the user to choose between running the report (with subsequent printing) or sending the report information to an **Excel spreadsheet**.

EXCEL.

If the Excel spreadsheet button is selected, a window pops up requesting directory and file name for saving the report. After saving the file, Excel will be automatically called and will display your spreadsheet.

COMPENSATION REPORT.

The **compensation report** allows you to select one of several levels – or all of the levels. Cost center – or cost centers – information is not mandatory but can be used to limit the report. The market rate function determines which employees are above or below their recommended salary.
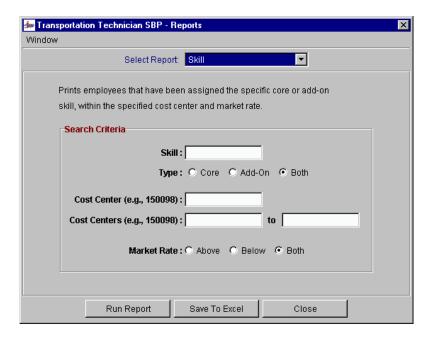

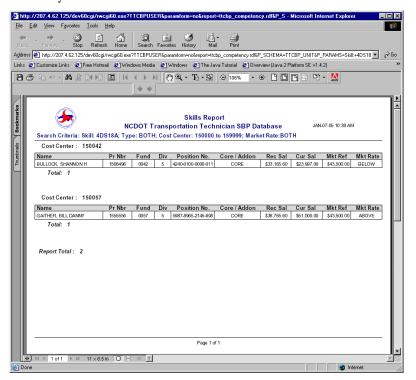The resulting report resembles the following figure.

SKILL REPORT.

The **SKILL REPORT** prints employees that have been assigned the specific core or add-on skill, within the specified cost center and market rate.

The user must know the skill being sought. Cost center(s) information is not mandatory but is helpful in limiting the report. Market rate reflects the market value as defined by the set of core skills.
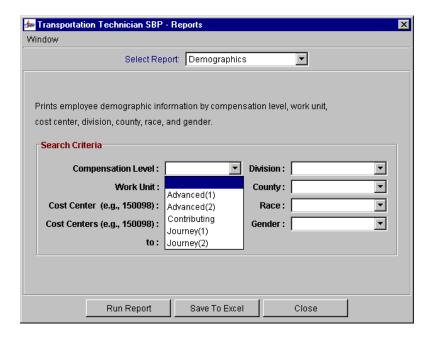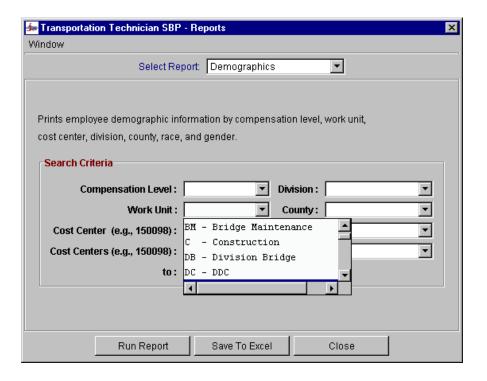
DEMOGRAPHICS REPORT.

The **DEMOGRAPHICS REPORT** prints employee demographic information by compensation level, work unit, cost center, division, county, race, and gender.
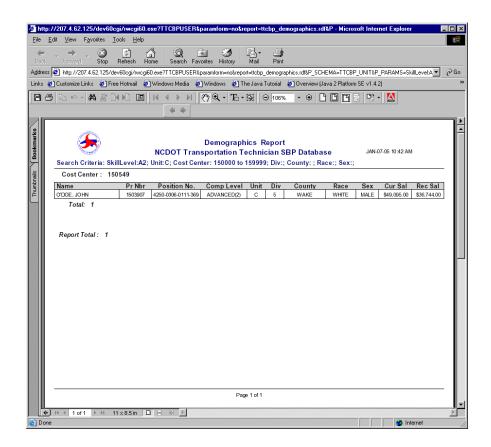

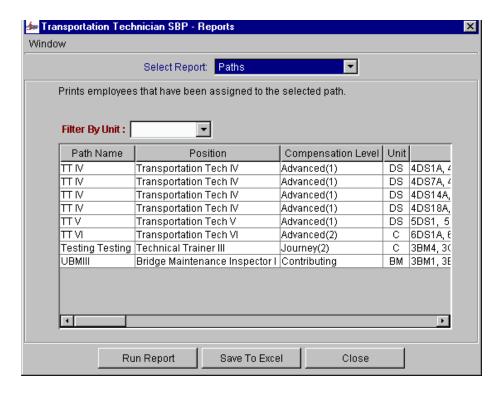The report can be filtered by compensation level:

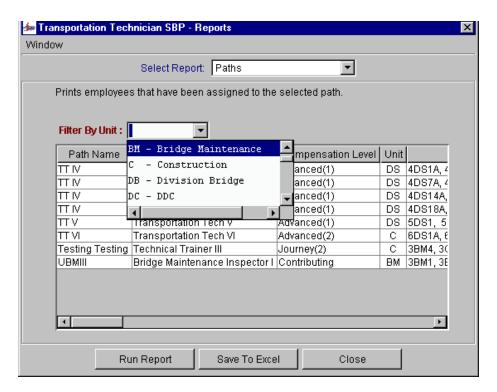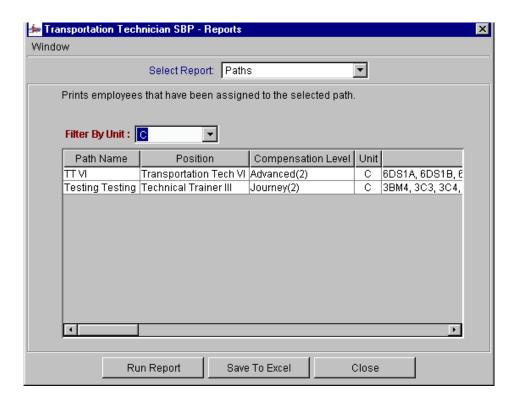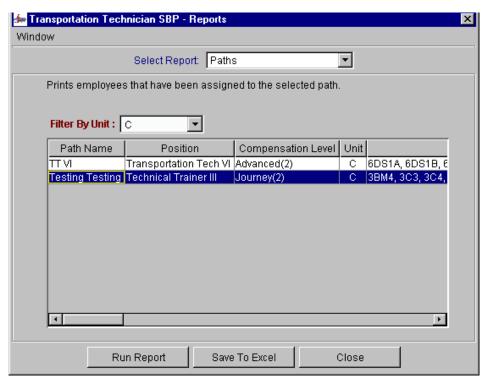Or you can filter the report by work unit:

PATHS REPORT.

The **PATHS** report prints employees that have been assigned to the selected path.

Paths are filtered by unit. In this case, the Construction unit is chosen. The skill paths for this unit are shown. Select one of the paths.

After choosing a skill path, print the report. (The report will print to screen.)